



# State of Connecticut EXAM ANNOUNCEMENT

## AGENCY PROMOTIONAL EXAMINATION DEPARTMENT OF MOTOR VEHICLES MOTOR VEHICLE BRANCH SUPERVISOR

Employees who would like to apply a previous score to this promotional exam will need to complete the Promotional Examination Score/Application Request Form CT-HR-26 and submit it to the Department of Administrative Services prior to the closing date on the examination announcement. See General Letter 38 for more information.

ANNUAL \$56,649	SALARY	APPLICATION CLOSING	EXAM
SALARY: \$73,000	GROUP: CL 20	DATE: <b>MARCH 9, 2016</b>	NO: 160180APAM

### SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In a Motor Vehicle Branch Office, this class is accountable for supervising staff engaged in a variety of transactions, acting as assistant to the Motor Vehicle Branch Operations Supervisor 1 or 2, and providing a full range of direct services to the public. In an independent sub-office of the Department of Motor Vehicles this class is accountable for supervising staff, overseeing all office activities and providing direct services to the public.

### MINIMUM QUALIFICATIONS REQUIRED

THIS **AGENCY PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF MOTOR VEHICLES** WHO BY **MARCH 9, 2016** HAS PERMANENT STATE STATUS\*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF MOTOR VEHICLES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

**GENERAL EXPERIENCE:** Six years of clerical experience.

**SPECIAL EXPERIENCE:** Three years of the General Experience must have involved the issuance of official documents requiring the examination of applications and supporting documentation, two years of which must have been in an advanced examination capacity requiring the issuance of a variety of official documents or in a working supervisory capacity.

**SUBSTITUTION ALLOWED:** 1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling six months of experience to a maximum of two years. 2) Two years as a Motor Vehicle Examiner Specialist or one year as a Head Motor Vehicle Examiner may be substituted for the General and Special Experience required.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the functions and activities of the Department of Motor Vehicles; considerable knowledge of and ability to apply motor vehicle laws and regulations; considerable knowledge of office systems and procedures; knowledge of clerical detail and record keeping including financial record keeping; considerable interpersonal skills; oral and written communication skills; skill in handling and counting money; skill in the operation of office equipment; ability to maintain office equipment; ability to prepare reports; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION INSTRUCTIONS:** In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by **MARCH 9, 2016**. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by MAY 6, 2016. A separate application form must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Motor Vehicles.

*\*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

## AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.